

TRANSPORTATION ASSET MANAGEMENT COUNCIL

March 6, 2019 at 1:00 p.m.

MDOT Aeronautics Building, 2nd Floor Commission Room

2700 Port Lansing Road

Lansing, Michigan

MINUTES

**** Frequently Used Acronyms List attached**

Members Present:

Christopher Bolt, MAC/Jackson DOT

Bill McEntee, CRA – Vice-Chair

Jonathan Start, MTPA/KATS

Jennifer Tubbs, MTA

Brad Wieferich, MDOT

Derek Bradshaw, MAR/GLS Region V, via Telephone

Robert Slattery, MML

Rob Surber, DTMB/CSS

Todd White, MDOT

Support Staff Present:

Roger Belknap, MDOT

Tim Colling, MTU/LTAP, via Telephone

Polly Kent, MDOT

Gloria Strong, MDOT

Gil Chesbro, MDOT

Dave Jennett, MDOT

Tim Lauxmann, CSS

Mike Toth, MDOT

Public Present:

Larry Doyle, MDOT

Aaron Verhelle, RCOC

Jessica Moy, MIC Executive Director

Members Absent:

Joanna Johnson, CRA/RCKC – Chair

Gary Mekjian, MML

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:06 p.m.

2. Changes or Additions to the Agenda (Action Item):

J. Start requested the addition of an action item for authorization for CSS to do additional work on the IRT and dashboards. This item will be added as item 9.2.3. on the agenda. G. Chesbro has changed the topic of his presentation from “2018 PASER Data Analysis and Annual Report” to “Forecasting and Modeling Data for the Annual Report.”

3. Public Comments on Non-Agenda Items:

None

4. Consent Agenda (Action Item):

4.1. – Approval of the February 6, 2019 Meeting Minutes (Attachment 1)

Motion: J. Tubbs made a motion to approve the February 6, 2019 meeting minutes with an amendment to remove the last sentence regarding the STIP under 9.3.2.; J. Start seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)

R. Belknap gave a brief review of the March 1, 2019 TAMC Budget Expenditure Report. Invoices are coming in for the 2019 first quarter from the regions.

5. Presentations – G. Chesbro:

G. Chesbro provided a copy of forecasting and modeling data from FY 2016 and FY 2017 for the annual report. He did a brief review of the document. He has requested that the Council members review the document and if they have any questions (based on the numbers) to let him know. A lot of this data is a function of economic activity. In FY 2017, there was an increase of funds invested in pavements so the trunkline expenditures will go way up from former year data. G. Chesbro plans to bring in the staff who provides the revenue forecasting and trunkline/non-trunkline modeling data to him to better explain the data provided for the annual report. He will be proving the 2018 data analysis at the March 20, 2019 Data Committee meeting.

Action Item: G. Chesbro will request that the revenue forecasting and trunkline/non-trunkline modeling staff attend the next TAMC meeting to explain the data provided for the annual report.

6. – Correspondence and Announcements:

6.1. – Update on TAMC Spring Conference, May 21-23, 2019 – G. Strong

The TAMC and the American Public Works Association (APWA) Conference will be held on May 22 and 23, 2018, at the Treetop Resort in Gaylord, Michigan. APWA will hold their annual golf outing on May 21, 2018 as well as a welcoming reception where everyone attending the conference can participate. On Wednesday, May 22, 2019, TAMC and APWA will hold joint sessions. On Thursday, May 23, 2019, APWA will hold APWA only sessions. G. Strong is working with APWA conference planners on the logistics. TAMC conference attendees will lodge at the Otsego Resort approximately 5 minutes away from the Treetops Resort. The presenters have all confirmed their participation in the conference, including David Juntunen, P.E., Bridge Management Consultant, the Kercher Group, Inc. G. Strong sent out an email to presenters, Council members, and support staff to begin making their travel arrangements for the conference.

7. – Michigan Infrastructure Council Update – B. McEntee

7.1. - Michigan Association of Regions – Regional Prosperity Grants for Asset Management

All 12 regions received \$70,000 for asset management coordination work. They are still planning to do the two summit sessions – one in the early part of the year and one later in the year (fall). The summits are for asset managers to come together and brainstorm how they can collaborate in these efforts. D. Bradshaw stated that during the Governor's budget announcement, she did not give funding to the regional prosperity initiatives for next year. As soon as details are finalized, D. Bradshaw will send the information to support staff and the Council so that everyone can be on the same page.

7.2. – X-Council Meeting Update – J. Johnson

There was no meeting last month. The next meeting will be held March 28, 2019.

8. – Old Business:

8.1. - TAMC Work Program Update – P. Kent (Attachment 3)

P. Kent provided a draft work program for discussion with additional notes showing specific to each of the tasks, budgeted costs (if any to TAMC), frequency, who is responsible to handle the task, and year(s) of completion. R. Surber requested that a column be added to the work program of reference numbers that relate to the past work program. It was requested that each committee review the program and determine where they are on accomplishing their assigned tasks. If anyone has any questions, they can contact P. Kent. The committees must look at the current work program as provided by P. Kent and determine whether TAMC should move the listed tasks forward or not.

8.2. – TAMC 2019 Strategic Planning Session, June 5, 2019, Aeronautics Bldg, - P. Kent

The June 5, 2019, Strategic Planning Session will review key 2020-2022 work program goals, estimated costs, and priorities for each committee. The Council will need to discuss how the structure of the work program ties in with the budget.

9. Committee Reviews and Discussion Items:

9.1. – Bridge Committee – B. Wieferich/R. Belknap

9.1.1. – TAMC Culvert Pilot Project/APWA Project of Year Award (Attachment 4)

The Bridge Committee reviewed the FY 2018 data for the annual report. Rebecca Curtis, TAMC Bridge Committee Chair, is working on the narratives for the report. One of the problems the committee is finding are the signature projects. They are usually large projects and it is hard to account for them in the forecasting. Bid investments on individual bridges do not happen every year therefore, it is hard to make any predictions. There was much discussion on culverts and manageable categories by size. There was also discussion on how TAMC will display the culvert ratings on the dashboards. They decided on breaking down the culverts by size to display on the dashboards. MTU and CSS will need to work on how to import the culvert data.

The Culvert Pilot Project was selected as the Michigan Division APWA Project of the Year and TAMC will be presented with an award at the May 23, 2019 APWA Awards Banquet in Gaylord, Michigan. This project will then go on to be eligible at the national level of APWA.

9.2. – ACE Committee – J. Start

9.2.1. – TAMC Policy for Submittal and Review of Asset Management Plans

The initial draft of the policy for agencies to submit their asset management plans to comply with the requirements of Public Act 325 was briefly reviewed and provided to the committee at the ACE Committee meeting this morning. The ACE Committee will review the policy and provide any comments to R. Belknap.

9.2.2. – PASER Certification Program – Policy Update (Attachment 5) (Action Item)

There are two recommended changes that were made to the policy. The first is, the Metropolitan Planning Organizations and Regional Planning Organizations are required to send at least one member of the planning agency to attend the PASER/IBR training. The second recommended change is, certified raters are required to attend on-site training every fourth year and recertify by taking the certification exam. The ACE Committee would like to make a recommendation to the full Council to approve these changes.

Motion: J. Start made a motion to approve the recommended policy amendments; J. Tubbs seconded the motion. The motion was approved by all members present.

The CSS tasks and related budgets to each task was reviewed and discussed at today's ACE Committee meeting. There were three items that were discussed at TAMC Data Committee meeting and CSS was asked to provide how long it would take to accomplish these tasks and how it would affect the budget. CSS provided an estimated budget report stating it would cost \$10,200 to add warranty projects in the IRT; it would cost \$7,200 to show on the interactive map three-year projects, and lastly, it would cost \$3,200 to add MPO layers on the IRT dashboards. The ACE Committee likes the budget planning from CSS as this shows them any remaining unspent funds that can be used for other assignments for CSS.

The Ace Committee is recommending to the full Council that CSS proceed with the recommended work tasks. TAMC will need to periodically review with CSS about any tasks that CSS can do within their current budget and in coordination with the MIC and WAMC. This will help them with not only their budget but also with staffing so that they can meet both TAMC and MIC needs. The MIC is currently working on their asset management template that is due by October 1, 2019.

Motion: J. Start made a motion for the Council to approve CSS to proceed with doing three items as stated above – IRT Warranty Projects (\$10,200), Three-year Projects on the interactive map (\$7,200), and MPO layers added onto the IRT dashboards (\$3,200); J. Tubbs seconded the motion. The motion was approved by all members present.

Second Motion: B. McEntee made the motion for CSS to do an early coordination on the following tasks and made an amendment to the motion to have CSS give some effort to add 1) traffic signal inventory, and 2) Asset Management Plan submittals and how are we going to import and store the plans. CSS will be handling these as well in the IRT. Lastly, 3) ongoing coordination with the MIC and WAMC on any work with CSS. There will be some overlap between the Councils. B. Wiefelich seconded this motion. The motion was approved by all members present.

9.2.3. – 2018 TAMC Annual Report Update – D. Jennett/B. McEntee

The annual report is on schedule. Next week they will be working on the Year in Review section. Still working on the new 2017 IRT data submittal graphs. We still need to make sure that those graphs are ADA compliant. B. McEntee suggested that a new TAMC group photo be taken.

Action Item: G. Strong will set up for a photographer to take a new TAMC group photo and TAMC support staff photo at the April 10, 2019 meeting.

9.3. – Data Committee – B. McEntee

9.3.1. – Investment Reporting Compliance Summary Report (Attachment 6)

Many submittals have come in and everything is going well. We are still waiting on approximately 7 or 8 small agencies from 2016/2017 that still need to be approved but they also have other issues such as with Act 51. A guidance document is going to be sent out to the agencies in order to clear up some of the minor issues that are keeping agencies from being compliant.

9.3.2. - Update on Paving Warranties and the TAMC IRT – B. McEntee

TAMC needs to add warranties to their data system. The Council will be adding the Warranty Program information to the TAMC interactive map. There is an agreement between MDOT, the County Road Association (CRA), and Michigan Municipal League on the Warranty Program. MTU will provide the training on the warranty program. They are going to try to develop and deploy the training by early fall. This subject will be discussed at the County Road Association conference next week.

9.3.3. – Investment Reporting: Process of Future Projects and 3-Year Plan Requirements

Agencies are required to report in the IRT three years of planned projects. TAMC and CSS must figure out how to enter the three-year planned projects, how to make the information available to everyone (publicly and by other agencies) in the IRT, and what it will take to make a layer of planned projects in the interactive map based on geography regardless of funding source and who owns the project.

9.3.4. – Establishing a Traffic Signal Survey/Inventory Pilot and Subject Matter Experts

B. McEntee had invited subject matter experts from MDOT and Oakland County to attend the February 20, 2019, Data Committee meeting. B. McEntee came up with a list of 14 elements that he feels should be collected for traffic signals based upon the discussions that were had with the subject matter experts in February. He shared those with T. Collings at MTU, and 13 out of 14 on his list are already in the Roadsoft system. In a couple of weeks

they will revisit this and see if there should be any deletions from the list of elements. They will check to see if the Roadsoft database can export those 13 or 14 elements. Later, agencies will report these elements in their asset management plans. B. McEntee will share the list of elements that he provided to MTU with the Council. If anyone is interested in participating in the discussions regarding traffic signals, they should let R. Belknap know and he will include them in the appointments. TAMC will need to find out what the current value of the traffic signal inventory is statewide and how much it will take to maintain it.

Action Item: B. McEntee will send the list of traffic signal elements to the Council for their review and comment.

9.4. - Michigan Center for Shared Solutions – R. Surber

R. Surber felt that the majority of CSS tasks were already addressed in previous agenda items. CSS is working with MTU with updating their framework and they are moving forward well. He wanted to remind everyone that as things progress, TAMC must remember to coordinate with the MIC and WAMC.

9.5. – Michigan Technological University/Technical Assistance Reports

9.5.1. – Monthly Activities Report (January 1-31, 2019) (Attachment 7)

A copy of the Activities Report for the reporting period of January 1-31, 2019, was provided to the Council.

9.5.2. – Monthly Training Report (January 1-31, 2019) (Attachment 8)

A copy of the Training Report for the reporting period of January 1-31, 2019, was provided to the Council. MTU is doing lots of trainings right now. They have a new record high of approximately 450 participants for PASER trainings.

T. Collings wanted clarification of when the Data Collection Policy will go into effect. Since MTU already had the first session and certification exam he recommends that the effective date be effective next year in time for MTUs next training cycle. The Committee agreed that for those that just got their certification last month, they should automatically be allowed to extend their certification for two years.

10. Public Comments:

J. Moy wants everyone to stress the importance of doing the trainings and for TAMC/MIC/WAMC to keep up with who and how many people are taking the trainings.

Tim Lauxmann, the new CSS Data Manager, introduced himself to the Council.

P. Kent, MDOT, announced that she is retiring at the end of April 2019.

11. Member Comments:

None

12. Adjournment:

R. Slattery made a motion to adjourn the meeting; J. Start seconded the motion. The motion was approved by all members present. The meeting adjourned at 2:58 p.m. The next full Council meeting will be held April 10, 2019 at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	ADULTS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21 ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY
NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL

RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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